



Representative Dan Maffei
24th Congressional District

Syracuse Office
 100 N. Salina Street
 Syracuse, NY 13202
 Phone: (315) 423-5657
 Fax: (315) 423-5604

Washington Office
 422 Cannon HOB
 Washington, DC 20515
 Phone: (202) 225-3701
 Fax: (202) 225-4042

Grant Letter of Support Form

Requests for letters of support for grant applications should be forwarded to the Washington, DC Office at 422 Cannon House Office Building, Washington, DC 20515 or via jeremy.bennett@mail.house.gov or fax 202-225-4042.

**Please note: Letters of Support will be sent directly to the agency, with a copy sent to the grant applicant.*

When requesting a letter in support of a grant application, please include the following:

Grant Applicant's Information		
Name of Grant Applicant (Agency/Entity):		
Contact's name/title:		
Telephone:	Email:	Fax:
Grant Information		
Name of awarding agency:	Deadline for grant application:	
Grant program name:	Grant number:	
Awarding Agency Contact Information		
Address:	Email:	
Grant officer's name:	Telephone number:	

Project Information: *Please attach the information requested below (if applicable):*

- ✓ Have you applied for this grant in the past? Please give a detailed grant history.
- ✓ A description of the project and who it serves, particularly in the 24th Congressional District.
- ✓ A description of how, specifically, the grant money will be used.
- ✓ Why this project is important to the community.
- ✓ Any unique features of the project, e.g., needs not already being met.
- ✓ Any cost-sharing provisions, including by whom and in what percentages.
- ✓ Other support for the project such as local government, including letters of support.
- ✓ Sample letter(s).